

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: **Administrative Assistant**
REPORTS TO: Business Manager / Permits Coordinator
FLSA CATEGORY: Full-Time / Non-Exempt
DATE: February 1, 2016

DEFINITION

This position requires a highly professional individual with experience in general office management, building construction, permitting, typical office correspondence and organizational management. They should be able to tactfully and effectively communicate in a wide array of settings and individuals. The incumbent should be professional, highly-motivated, well-organized and able to manage multiple priorities simultaneously.

ESSENTIAL FUNCTIONS AND DUTIES

1. Assists citizens, developers and contractors in with permit applications. Answers general questions regarding city ordinances, city code, and contractor bonding and permit requirements. Directs to appropriate staff member when necessary.
2. Manages the issuance of building permits, sign permits, and sewer tap permits.
3. Updates and maintains contractor bonding records.
4. Coordinates the support duties of the Engineering Department including; correspondence, filing, electronic filing, scanning, data entry and record keeping.
5. Updates and maintains the Engineering web pages.
6. Prepares and submits departmental agenda items for the West Lafayette Board of Public Works and Safety. Tracks agenda items.
7. Assists with directing any Part-time Office Assistants.
8. Keeps record and status of all city projects, submitted projects and associated contracts.
9. Assists with maintaining the departmental schedule.
10. Serves as Secretary of the West Lafayette Traffic Commission.
11. Other duties as assigned

NONESSENTIAL FUNCTIONS AND DUTIES

1. Helps direct and answer public questions, complaints, and concerns.
2. Assists payroll, issues and updates purchase orders and departmental claims.
3. Assists with department IT issues.

MINIMUM QUALIFICATIONS

1. Ability to tactfully and effectively communicate with the public, contractors, and community leaders.

2. Computer skilled in basic word processing programs including, Microsoft Word, Excel, Power Point, Outlook, Access and various database programs.
3. Knowledge of city codes and ordinances.
4. Basic English and grammar.

DESIRED QUALIFICATIONS

1. Familiarity with construction industry and general permit and inspection needs.
2. Familiarity with governmental budget and procurement process.
3. Experience with creating and editing websites.

WORKING ENVIRONMENT

1. The incumbent spends 100% of the time in the office environment. Much of the time is spent sitting, however, there is an occasional need for stooping and lifting objects of 5 to 10 lbs.
2. Casual and professional dress is required for daily general office work.
3. This person is required to attend evening meetings of the West Lafayette Traffic Commission.

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.